

**Space Family Education, Inc.
Board of Director's Open Meeting**

July 20, 2006

Safety Report

Director & Vice President

No issues

Director Report

Staffing

Resignations

Teresa A's (Room 2) re-location status is still uncertain but resignation is not eminent.

New Hires

None

Other

No report

Operations

Facility

Playground Padding: The board reviewed estimates for the resurfacing and maintenance of cyberflex playground padding and decided to continue use of the existing padding based on a \$1500/year cost over the next 15 years. Most of these costs are near term expenses.

Special Events

Summer Camp: Summer camp was reported to be running smoothly. The staff has received several compliments on the excellent behavior of the summer camp kids while on field trips.

Based on preliminary feedback, there is a good chance of that an agreement can be made with Clear Lake Recreation Center to host summer camp for Summer 2007. Summer camp will be scheduled around the length of the public school summer break. However, the camp will only be a maximum of 11 weeks long due to additional state requirements on camps extending beyond 11 weeks.

Open House: Open house is coming up in August. Specific date TBD.

Other

Computer Excessing: Non-working computers from the center were not excessed correctly. Liana stated that proper excessing procedures will be investigated, documented and included in the JSC CCC Standard Operating Procedures (SOP).

Committees Report**Education Curriculum**

No report

Fundraising

No report

SOP

The SOP Committee will be starting back up once migrations are complete. Work will initiate by re-addressing the existing table of potential policy/procedure changes and determining which ones need to be implemented.

Newsletter and Webpage

The new MOU between NASA and SFEI will be posted in the near future.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Liana Rodriggs)

Migration: To offset the inability to max out the number of children enrolled in Kindergarten for 2006, steps were taken to maximize the headcounts in all other rooms. Given the ages of the children going into Room 3 in August 2006, the board decided to make Room 3 a 2-year-old room allowing the head count to increase from 12 to 14 (will maintain 3 teachers even though, based on age, could reduce to 2). Room 6 will maintain their current head count of 17. Offers are currently out to 2 children for room 3, 1 for room 6, 1 for room 8 and 3 for Kindergarten. Currently have 13 enrolled in Kindergarten beginning August 2006.

Kindergarten: The board is still looking for inputs from SFEI members and staff on whether to retain Kindergarten in 2007 or eliminate the class and open another infant/toddler room to better meet the member demands represented by the waiting list. Changes to accommodate another infant/toddler room would include new equipment, supplies and room configurations. Diana will be determining facility impacts to create additional infant/toddler room. Shelly noted that there have been 2 infant rooms at the center before and there are some items in storage that can be brought back out (cribs, table, etc.). The board is targeting a Kindergarten decision date by September 2006 and, if it is determined that Kindergarten be eliminated, effectivity would be August 2007.

Liana conducted a poll of outgoing Pre-K parents to determine the demand for Kindergarten in August 2007. Half of those polled responded. 8 said they would definitely use the Kindergarten if it was available. 8 said they definitely would not use the Kindergarten. The remaining respondents were “probables” or “maybes”. If all “definites”, probables” and “maybes” enrolled, there would be 16 Kindergarten students for the 2007 school year. Of those that responded that they would stay, they commented that the reasons they would stay were quality and convenience (siblings at JSC CCC). Of those that responded that they would go, they commented that the reasons they would go were money and convenience (siblings in public school).

Treasurer (Absent)

IRS Audit: The IRS audit for the tax year ending 2004 concluded favorably. No changes to the 2004 tax return are required.

Budget Review: The board has reviewed the preliminary budget projections for next year and beyond. A tuition increase on the order of \$10/week/child will be required for the next school year. The expenses causing this rate increase include 1) a dramatic rise in health insurance costs, 2) the need for near term playground padding improvements/maintenance, 3) a teacher pay raise commensurate with cost of living increases. The budget committee will meet next week to review the budget and finalize the tuition increase. A letter to all SFEI members will be sent out by August 1st for a tuition increase effective September 1st.

Secretary (Tammy Gafka)

Transition: Effective this week, Tammy has begun her term as board secretary. She will be replacing Louis Nguyen. In addition to the secretary duties outlined in by-laws, Tammy has agreed to be the back-up board member with authority to sign SFEI checks and badge requests. In addition, she will get on distribution for infant/child safety awareness notifications including product recalls, scan the notifications and send out any recalls of concern to the SFEI staff and room captains.

Vice President (Debbie Berdich)

Transition: Effective this week, Debbie has begun her term as Vice President. She will be replacing Susan Gomez. In addition to the vice president duties outlined in the by-laws, Debbie has agreed to be the primary board member with authority to sign SFEI checks and badge requests. In addition, she will be the facility manager. In her capacity as facility manager, she will work with Shelly to get a master key for the JSC CCC. Prior board members Jennifer Mason and Susan Gomez have turned their JSC CCC keys in to Shelly.

President (Melanie Saunders)

Accreditation: Melanie reported that based on the Director's presentation and recommendation at the June board meeting, SFEI will pursue alternative accreditation through NACCP. Per the MOU, Melanie will meet with NASA to get concurrence that this alternative accreditation is acceptable. The board must decide and get concurrence on accreditation by the end of August 2006 in order to meet accreditation deadlines. If a new accreditation is selected, Melanie will draft a letter to the previous accreditation organization, NAEYC, outlining the reasons for withdrawal.

Electronic Tuition Payments: The topic of electronic transfers to make tuition payments was discussed. There are two ways in which members currently pay tuition electronically, payroll deductions and bank "bill payer". As a trial case, 1 SFEI member makes payments via payroll deductions. SFEI does not receive payroll deductions for 1 month from the time the deduction is made. Therefore, tuition payments are 1 month behind. In addition, changes in deduction amounts due to tuition increases or migration have significant lag time before they go into affect. Supplemental payments or credits must be coordinated directly with the SFEI member. This is a lot of overhead for Shelly.

Many families make payments via bill payer. This requires some coordination with Shelly to determine how long it takes once the payment is made on-line until the check is received by SFEI so that payments are not late or are not drafted too early. Once a system is established, interaction between Shelly and SFEI member is minimal. There was a recommendation to inform members who pay tuition on a monthly basis that payments via bill payer is an option.

Previous Board Member Recognitions: Melanie noted that at a future board meeting she would be recognizing out-going board members Susan Gomez and Louis Nguyen for their long-time service to SFEI.

SFEI Members Report

Walk-ons

Safety Recommendations: Amy Elison made a recommendation for the SFEI staff to attend a Smart Kids Are Taught Early (SKATE) tutorial on avoiding predators offered by the Laura Recovery Center. Amy will send the details to Shelly so she can coordinate bringing the tutorial to the center.

Debbie Berdich noted that there is an excellent, kid-friendly video with “Safe Side Super Chick” that includes some important safety lessons for children. Debbie will make copies of the video and provide them to all the age-appropriate rooms.

Attendance:

BOD – Tammy Gafka, Liana Rodriggs, Debbie Berdich, Melanie Saunders,
Louis Nguyen (out-going)
SFEI Staff - Shelly Bentley
NASA Liason - Rene Hasson
Members – Amy Elison, Jennifer Mason

The next meeting is scheduled for August 18, 2006
Building 111 Conference Room - 11:30 AM - 1:00 PM